## MOORE HAVEN ELEMENTARY SCHOOL

## Title I, Part A Parent and Family Engagement Plan 2019-2020

I, FeLinda Langdale, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

## Assurances

* The school will be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 8101, ESEA;
* Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent
* Jointly develop/revise with parents and families the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community
* Involve parents and families, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parent and family engagement plan and the joint development of the school wide program plan
* Use the findings of the parent and family engagement plan review to design strategies for more effective engagement, and to review, if necessary, the school’s parent and family engagement plan
* The school will provide to each family with timely notice information regarding their right to request information on the professional qualifications on the student’s classroom teachers and paraprofessionals
* The school will notify each family, in a timely manner, when their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who is out of field
* The school will provide each family with an individualized student report about the performance of their child(ren) on the state assessment. [ESEA Section 1116]

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| **Signature of Principal or Designee** | Date Signed |

**Mission Statement**

Parental Involvement Mission Statement (Optional)

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| **Response:** |

**Involvement of Parents**

Describe how the school will involve parents and families in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used [ESEA Section 1116]

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| **Response:** MHES has a School Advisory Council that is comprised of school administrators, teachers, parents and community stakeholders. This council meets to discuss various activities that are conducted at our school, and to help in the facilitation of those activities. Each meeting has an agenda, sign-in sheet and minutes are recorded. Budget reports are printed out for each meeting and shared with the council members. All council members are encouraged to give their input on the various activities conducted at the school, including all Title I programs. The input from parents is discussed at the meeting and recorded as part of the meeting minutes. This council meets a minimum of once every nine weeks. Meeting dates and times are set in advance and reminders are given to each council member prior to the scheduled meeting. This council is open to anyone.     Additionally, all parents of each child will be invited to the Title I Annual Parent Night which takes place at the beginning of the year, and will receive Climate Surveys to complete mid-year. |

**Coordination and Integration**

Describe how the school will coordinate and integrate parent and families engagement programs and activities that will coordinate and integrate parent and family activities that teach parents how to help their children at home [ESEA Section 1116]

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| **count** | **Program** | **Coordination** |
| 1 | Family Literacy Classes | One of our bilingual teachers will conduct evening classes for parents with limited or no English language skills. The focus of the class will be working with parents to assist their children in literacy skills so the children will succeed academically. Parents will be allowed to use some of our Rosetta Stone user licenses to help learn the English Language so the parent can become more involved with their child’s academic progress. |
| 2 | Family night in the community | Staff will go out once a month to outlying areas to meet with parents regarding happenings at Moore Haven Elementary |

**Annual Parent Meeting**

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents and families of participating children about the school’s Title I program, the nature of the Title I program (schoolwide or targeted assistance), Adequately Yearly Progress, school choice, and the rights of parents are covered at the annual meeting

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| **count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Annual Title I Parent Night | School Principal | October 2019 | Parents will be notified through School Messenger Phone Calls and school website about the Title I Parent Night. Sign-in sheets will document the number of parents in attendance. PowerPoint Presentation will be reviewed, including information on Title I programs and parent survey results. |

**Flexible Parent Meetings**

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to parent and family engagement [ESEA 1116]

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| **Response:** Parents are always welcome at MHES. Parents may meet with teachers during their planning period each school day, or telephone the teacher during the teachers planning period. Parents who wish to speak with a teacher must sign-in first at the front office and receive a visitor's badge. Upon signing-in, the parent must indicate where they are going. In addition, MHES will offer four Open Houses (1 each 9 weeks) where parents can meet with teachers to discuss student growth. The Open Houses will take place during the evening, from 5:00 pm until 7:00 pm. Lastly, the teacher workday concludes at 3:10pm. Teachers are available for parent meetings after school if a parent is unable to make it to the school during a teachers planning period or for the Open Houses. Transportation is available upon request for those parents who cannot travel to the school.  School Advisory and Parent/Teacher Organization meetings will be held in the evenings meeting times. Meeting dates and times will be posted on the School Calendar, and phone calls will be made to remind parents of the meetings. |

**Building Capacity**

Describe how the school will implement activities that will build the capacity for meaningful parent/family involvement. The school will implement activities that will build relationships with the community to improve student achievement. Describe the actions the school will take to provide materials and training to help parents/families to work with their child(ren) to improve their child. Include information on how the school will provide other reasonable support for parent/family engagement activities at the school. [ESEA 1116]

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 |  |  |  |  |  |
| 2 | Get Acquainted Night/Hard Copy distribution of materials, Meet the teacher | Principal | Parents will receive school supply lists, backpacks with school supplies (if needed), complete various forms (health card, media releases, transportation, etc.) and understand what their child is expected to do for the year (including understanding NGSSS, FSA, I Ready) | August | Sign-In Sheets |
| 3 | Student Assessments/Hard copy distribution of materials | MHES Leadership Team, Classroom Teachers | Students will take weekly assessment tests. The student will bring home the results of each test to show their parent(s). Information about the weekly assessment tests will be available in the monthly newsletter that is sent home. | August-March | I-Ready Data, Skyward |
| 4 | Parent-Teacher Conferences/Face-to-face meetings | MHES Administration and Teachers | Teachers will be able to review academic data with each parent on their child’s academic progress. | August-May | Sign-In Sheets |
| 5 | School Website | MHES Administration and Teachers | Parents will have the ability to look at their children's grades on a secure internet page (Skyward). Grades will be updated weekly. Parents will also have access to the Common Core and Sunshine State Standards through links. Finally, parents and students will have access to various internet-based learning programs, such as I-Ready | July-June | Internet Usage Report |

**Staff Training**

Describe the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, and other school leaders and staff with the assistance of parents/families in the value and utility of contributions, in how to reach out to, communicate with, and work with parents as equal partners, and in how to implement and coordinate parent programs, and build ties between parents/families and schools [ESEA Section 1116].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | FLDOE Parent Involvement PowerPoint Presentations – 4 different modules | Principal,  Assistant Principal | Educate the faculty and staff on the importance of Parental Involvement and show how reaching out can increase student academic success | On-Going | PowerPoint Presentations, Sign-In Sheets |

**Other Activities**

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their children [ESEA Section 1116].

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| **Response:** Open House Poster Contest - As part of Open House the school will have a poster contest related to an academic skill students were taught. The parents and students will vote for winners. Principal/Teachers - April - Sign-in sheets/Tally sheets/Winner Results.    Parent Resource Center - The parent resource center will be available for use at each parent's convenience.   Assistant Principal - On-going - Sign-out log/Sign-in sheet    School Messenger phone calls – School Messenger phone calls will be made regarding pertinent information on an as needed basis. These calls will be in English and Spanish.   Principal - On-going - Phone call/transcript of message    Family Literacy Classes - Flyers will go home to recruit parents. Home vists will be be made by Migrant Advocate. - Migrant Advocate - August-June - Sign-in Sheets    Parent-Teacher Conferences - Dates will be posted on school calendar, displayed on our monthly calendar and reminders will be made with School Messenger phone calls. A translator will be available for assistance. - MHES Leadership Team - August-June - Sign-in Sheets |

**Communication**

Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]:

* Timely information about the Title I programs [Section 1118(c)(4)(A)];
* Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet [Section 1118(c)(4)(B)];
* If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children [Section 1118(c)(4)(C)]; and
* If the school wide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will include submit the parents’ comments with the plan that will be made available to the local education agency [Section 1118(c)(5)].

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| **Response:** The Director of Curriculum Services will provide timely information about Title I programs to parents via backpack and School Messenger calls home by the month of October. The school will provide parents with information by the month of September at the Get Acquainted Night including a description and explanation of the curriculum, types of assessments and the proficiency levels students are expected to meet. Opportunities for regular meetings to formulate suggestions and participate in decisions relating to the education of their children will be offered at Open House as well as parent conferences. Teachers will sign a documentation sheet indicating that letters were sent home via backpack. Sign-in sheets will be available at Get Acquainted Night indicating materials and information was given to parents. |

**Accessibility**

Describe how the school will provide full opportunities for participation in parent/families engagement activities for all parents/families. Include how the school plans to share information related to school and parent/families programs, meetings, school reports, and other activities in an understandable and uniform format and in a language parents can understand.

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| **Response:** The school will provide opportunities to include all parents regarding parent involvement activities by providing translators who speak Spanish at Open House, Title I Parent Night, and SAC and PTO meetings. School Messenger calls will be translated in Spanish as well as newsletters that are sent home. The school website has a "google translate" icon that allows the page to be translated into almost any language in the world. Parents with physical disabilities will also be included and have accessible access around campus. Transportation will be provided to migrant families by the District Office if needed and assistance will be provided by staff members to parents who have a mental disability who require assistance. Sign-in sheets will be provided at these functions to document the dissemination of information to parents. |

**Discretionary Activities**

Discretionary School Level Parental Involvement Policy Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

X Not Applicable

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**Barriers**

Describe the barriers that hindered participation by parents during the previous school year in parental involvement activities. Include the steps the school will take during the upcoming school year to overcome the barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) [Section 1118(a)(E)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | School competes with other community organizations for after school time | Our school announces programs/events early and we have them during our Open House |